



City of Rochester



Fax (585) 428-6021
TDD/Voice 232-3260

**Department of Recreation
& Youth Services
Bureau of Recreation**

400 Dewey Avenue
Rochester, New York 14613-2594
(585) 428-6755 or 428-6770

Garden Permit:

1. I/We, the Garden Permit Holder(s) hereby release the City of Rochester, its officers, agents, servants, and employees from any and all damages and claims sustained by reason of the use of said property for a garden, in consideration of the City of Rochester granting the free use of said land for said use.
2. I/We agree to prevent damage to the property and to indemnify and save harmless the said City of Rochester from all loss, cost, damages or expense or resulting directly or indirectly by reason of such occupation by the Garden Permit Holder(s).
3. I/We acknowledge that said permit may be revoked by the City of Rochester at any time, agrees that notice by letter addressed to the address set forth in this Permit shall be sufficient notice of such revocation.
4. I/We agree to use said land solely for a garden, and understand that a separate permit shall be required for special events.
5. I/We understand that Garden Permit authorizes use of the City owned land for the current growing season, which extends from April 1st through November 30th. I/We further understand that the expiration date of the Garden Permit is December 1st, and to continue using the same City owned land from year to year, I/We must take an application to the City for renewal of the Garden Permit on an annual basis.

Gardening guidelines are established to ensure acceptable aesthetic and sanitary conditions for neighboring homes and community.

- ▶ Community gardens exhibiting 40% weed coverage or grass height more than 5 inches will be contacted for immediate action by the Garden Permit Holder(s). Suggested mowing height is three inches.
- ▶ Containers, including water bins, and planters, shall not hold standing water unless they are completely covered.
- ▶ Pesticides shall not be used, including Round-Up, without a current New York State Pesticide License. All New York State Department of Environmental Conservation and Monroe County Laws must be followed.
- ▶ Composting of vegetative matter is allowed (leaves, plants, wood chips, etc.); composting of meat, human or pet waste is prohibited. A proper composting plan and procedure must be prepared and presented to the City's Horticultural Technician before process begins. Contact 428-8820.
- ▶ All signage must be approved by the Department of Recreation and Youth Services. Permits will be issued for approved signage. Unauthorized signs, or authorized signs that are in poor condition, will be removed by the City. Before digging call for a Utility Stake Out (1-800-962-7962).
- ▶ Creativity is encouraged, with safety in mind regarding retaining walls, fences, water features, trellis and other garden structures. It is the responsibility of the Garden Permit Holder(s) to follow all applicable City codes and obtain any necessary permits. All structures must be approved by the City of Rochester before installation. The City reserves the right to remove any of these features if they are deemed hazardous by City staff. An attempt will be made to contact the garden coordinator prior to removal. Before digging call for a Utility Stake Out (1-800-962-7962).

EEO/ADA Employer



- ▶ All garden structures, such as plant supports, chairs, storage bins, netting and containers, shall be stored out of view when not in use.
- ▶ Litter and leaf debris must be disposed of properly.
- ▶ Compost, mulch and cultivating may be available through the Department of Recreation and Youth Services. (Contact 428-8820 Horticultural Technician). Please call at least 2 weeks in advance of your needs to coordinate properly.
- ▶ Annuals and Bulbs are available through the City's Flower City Looking Good Program. Local Neighborhood Associations and Community Garden organizers can register each spring and fall. Information at 428-6770
- ▶ Advice and training sessions on pruning, insects, diseases, plant selection, design layout and other gardening tips are available. Contact 428-8820.
- ▶ The City does not have the resources to provide watering of community gardens. Please plan accordingly. In the event that arrangements are made with the Water Bureau for a water supply at this location, it is the responsibility of the permit holder to pay all water bills and associate charges. Failure to make payment will result in revocation of the Garden Permit.
- ▶ Each community garden must have two or more gardeners to ensure gardening guidelines are followed.
- ▶ Community gardens in violation of garden guidelines and paragraphs 1-5 may have their Garden Permits revoked.

Garden Permit Applicant Information

Please print clearly and complete all areas. Garden permits missing information will be returned.

Name of Applicant: _____ Phone: _____
(Print clearly)

Address: _____

Alternate contact name and phone: _____

Location of Garden (exact street address must be included): _____

Organization: _____

NET Office: _____

The undersigned have read and understand the gardening guidelines stated above. I/We understand the responsibilities and time commitment necessary to plan, establish, and properly maintain a community garden. I/We agree to accept the provisions of the garden permit set out in paragraphs 1 through 5 and the gardening guidelines stated above.

signature/ date

signature/ date

signature/ date

signature/ date

Office use only

APPROVED BY: _____

Division of Real Estate

Department of Recreation & Youth Services

Date _____

Date _____

EEO/ADA Employer

